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| Spec. Code: | 3011 |
| Occ. Area: | 14 |
| Work Area: | 013 |
| Prob. Period: | 6 mo. |
| Prom. Line: | none |
| Effective Date: | 11/28/89 |

MOTOR VEHICLE OPERATOR AND MECHANIC

Function of Job

Under general supervision from a designated supervisor, to operate, repair, and maintain motor vehicles and power-driven equipment.

Characteristic Duties and Responsibilities

1. drives bus for field trips, athletic events, or any other occasion requiring the services of a bus
2. chauffeurs vehicles for staff members
3. keeps preventive maintenance schedules for vehicles, tractors, and power-driven equipment
4. maintains and performs minor repair work on vehicles
5. makes major repairs, including replacing burned-out motors
6. dispatches motor pool vehicles and posts mileage for trips when necessary
7. assists passengers and assists in supervising children while on bus trips
8. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent
2. three years of experience in the maintenance and operation of motor vehicles

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of state laws governing the operation of motor vehicles on state highways
2. knowledge of automotive mechanics

3. skill in operating motor vehicles
4. skill in the use of tools and equipment
5. manual dexterity